

Project Quality Management Plan

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Type of Deliverable		
R	Document, Report, Drawings	X
DEM	Demonstrator, pilot, prototype	
DEC	Websites, patent fillings, videos, etc.	
OTHER		
ETHICS	Ethics requirements	
ORDP	Open Research Data Pilot	

Dissemination Level		
PU	Public	X
SEN	Sensitive information. Confidential, only for Members of the Consortium (including the EU Commission Services)	
EUCI	EU classified information. Submitted according to special procedures agreed with the Granting Authority	

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Author(s)		Veronica FERLICH
Reviewed by		Kristin ZURIC
Approved by		Pierluigi BUSETTO
Authorized by		Pierluigi BUSETTO
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Financial/Administrative Coordinator	
Project Coordinator Name	Kristin ZURIC
Project Coordinator Organization Name	NAVALPROGETTI Srl
Address	Via dei Papaveri, 21 34151 TRIESTE (Italy)
Phone Numbers	0039 040 212918,
Email	kristin.zuric@navalprogetti.net ; shyps@navalprogetti.net
Project websites & other Access Points	www.shyps.eu

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GLOSSARY, ABBREVIATIONS AND ACRONYMS

EU	The European Commission or in general Europe
CINEA	European Climate, Infrastructure and Environment Executive Agency
PO	Project Officer assigned by CINEA to sHYpS Project
Partner	Company member of the sHYpS Project Consortium
Project	The sHYpS no. 101056940 Project
SHYPS	Sustainable hydrogen powered shipping
GA	Grant Agreement
CA	Consortium Agreement
PMS	Project Management System
PM	Project Management
TM	Team Management
PA	Project Administration
P&C	Planning and Controls
PR	Project Reporting
DC	Document Control
HSEQ	Health, Safety, Environment and Quality controls and assurance
PRM	Procurement Management
MM	Materials Management
WP	Work Package
NP	Navalprogetti Srl – Trieste – Italy – The Coordinator – Lead Beneficiary of WP2, 6, 9
VIKH	Viking Hydrogen as – Oslo - Norway – Partner
CHART	VRV srl – Milano – Italy - Partner – Lead beneficiary of WP1
FEROX	Chart Ferox - Partner
CEN	CENERGY Srl – Trieste – Italy - Partner
UNITS	Università degli studi di Trieste – Trieste- Italy - Partner
PLP	Hypulsion – Paris – France - Partner – Lead beneficiary of WP4
JEU	Jeumont Electric sas -Jeumont- France - Partner – Lead beneficiary of WP5
POB	Bergen Havn as – Bergen – Norway - Partner
K17	Kontor 17 MPM GMBH – Hamburg – Germany - Partner – Lead beneficiary of WP7
PNO	PNO INNOVATION – Belgium – Partner – Lead Beneficiary WP8

NEHEM	Nehem BV - Affiliated entity to Ciaotech srl
INNEN	Innovation Engineering srl – Affiliated entity to Ciaotech srl
RICCZ	Ricardo Prague sro – Prague – Czechia - Partner
WP1	Development of LH2 ISO Storage containment
WP2	Fuel gas handling system design and integration
WP3	Fuel cells integrated design and overall energy management
WP4	Logistics & handling design
WP5	Overall electrical design & ship integration
WP6	LH2 Storage ship integration, testing and demonstrator
WP7	Upscale of the solution – Road to 2027 demonstration
WP8	Dissemination, communication and exploitation
WP9	Project Management
QA	Quality Assurance
QC	Quality Control
CBA	Costs Benefits Analysis
Work Plan	Planning of Activities in Attachment 1 of Project Management Plan D9.2
WBS	Work Breakdown Structure

1 EXECUTIVE SUMMARY

Scope of this Project Quality Management Plan is to provide a reference point for the quality assurance (QA) and quality control (QC) processes during the sHYpS Project development.

The present deliverable defines the Project organization, procedures, roles and responsibilities related to the quality management that will be carried out, and describes how the Project quality will be controlled.

The document is based on the terms and conditions established in the Grant Agreement no.101056940 and its Annexes, as well as in the Consortium Agreement.

The use of the present plan can ensure better collaboration among the Consortium Partners, individuals and groups.

The Project Quality Management Plan is the deliverable no. D9.3 of WP9, intended to ensure that Project processes and outputs are monitored and properly reported. It will be used to prevent possible deviations from the Work Plan and to grant deliverables of high quality.

This document shall be read in strict conjunction with D9.2 Project Management Plan. Actually, Quality Management is one of the main tasks of the Project Management

PARTNERS



2 FOREWORD

This document does not explain what “quality” is, as it is assumed that quality concepts are well rooted among sHypS Project Partners.

Furthermore it is not scope of this document to interfere with the INTERNAL quality management processes of each Partner or to modify Partners’ procedures (for instance NP is certified ISO 9001 – 2015 for its quality system and has its own Quality Manual that will apply to all deliverables of competence in sHypS Project); Partners are free to apply their own procedures for quality.

Actually, this document intends to outline a common standard, relevant to the quality of outputs and Project management actions without adding useless bureaucratic weights to the normal works of Partners. The Quality Management Plan defines the acceptable level of quality and describes how the Project will ensure this level of quality in its deliverables and research processes.

Quality management activities ensure that:

- Deliverables are prepared to meet agreed-upon standards and requirements
- Research processes are performed efficiently as required and regularly documented and reported
- Non-conformities found are identified and appropriate corrective actions are taken

Quality Management Plan apply to Project deliverables and Project research processes.

Quality control (QC) activities monitor and verify that Project deliverables meet defined quality standards.

Quality assurance (QA) activities monitor and verify that the processes used to manage and create the deliverables are followed and are effective.

QUALITY PLAN COMPONENTS

The Quality Management Plan describes the following quality management components:

- Quality objectives
- Key Project deliverables and processes to be reviewed for satisfactory quality level
- Quality standard
- Quality control and assurance activities
- Quality roles and responsibilities
- Quality tools
- Plan for reporting quality control and assurance problems

PURPOSE

As integral part of sHypS Project Management Plan, the Project Quality Management Plan is intended to provide a solid ground for successful, timely and quality implementation of the Project activities.

It forms a common standard to be applied and followed throughout the entire Project life.

For the purpose, it defines the set of procedures to be followed in order to secure that:

- The GA requirements and conditions have been fully applied and followed by all Partners
- The EU/national rules and procedures are considered in operational, administrative and financial management
- All rights and obligations defined in the Consortium Agreement are fulfilled
- All Project activities are realized in accordance with the Work Plan and assigned budget

The purpose of developing a quality plan is to match EU expectations in terms of quality and prepare a proactive quality management plan to meet those expectations.

The Quality Management Plan helps the Executive Board, Coordinator and PM Team to determine if deliverables are produced to an acceptable quality level and if the Project processes, used to manage and create the deliverables, are effective and properly applied.

The followings are involved:

- Executive Board
- Coordinator
- PM Team (resources in WP9)
- Lead Beneficiaries and Partners

2.1 REGULATORY FRAMEWORK AND REFERENCES

Execution of sHYpS Project shall comply with and be governed by:

- Grant Agreement signed by the Coordinator with the European Commission-CINEA and by all the Partners in the Accession Forms. Grant Agreement number 101056940 entering into force on June 1st, 2022
- Consortium Agreement signed between all Partners dated August 2nd, 2022.
- National legislation frameworks, governing business administration, in the homeland of each Partner
- National legislation frameworks, governing HSE and social issues, in the homeland of each Partner
- Deliverable D9.2 Project Management Plan
- Work Plan, formally published as Attachment 1 of Project Management Plan.

In case of conflict between the contents of Grant and Consortium Agreements, the Grant Agreement statements shall prevail.

Project Management starts on month 1 (**First of June 2022**) and ends on month 48 (**End of May 2026**).

The 48 months assigned to the Project are considered sufficient for the performance of the foreseen tasks.

Language and units

All along the Project, the following will be used:

- English language
- SI and metric units
- Nautical miles and knots for sea routes length and ships' speeds

2.2 PROJECT EXPENDITURE AND APPLICABLE RULES

This section deals with the expenditures made during the sHYpS Project implementation and rules that are applied.

This section is closely related to the relevant articles of the Grant Agreement.

General eligibility principles

Eligible costs are those necessary to carry out the Project tasks and **incurred during the eligible period** of Project implementation.

They may be:

- exclusively devoted to the project objectives and activities, **or**
- be allocated proportionally to the Project, applying a justifiable fair and equitable method of calculation.

According to the Grant Agreement and the Annotated Model Grant Agreement dated 03/05/2022, in order to be eligible the costs have to be:

- Actually paid by the relevant Final Beneficiary
- Incurred within the period of eligibility of the Project
- Reasonable, justified, and in compliance with the requirements of a sound financial management, in particular with **economy, efficiency and effectiveness principles**
- Included in the estimated total budget and closely linked to any action or output of the approved work plan and necessary for its implementation;

- Identifiable and verifiable. Cost must be recorded in the accounting records of the Beneficiary and determined according to the applicable accounting standards of the Country where the Beneficiary is established and according to the usual cost-accounting practice of the Beneficiary
- In compliance with all the relevant EU, national and HorizonEurope Programme rules
- In compliance with the requirements of applicable tax and social legislation
- Accompanied by the necessary documents proving that the expenditure is real and that the action has been implemented and/or the output has been delivered
- Not shared with any other project partner.

Any expenditures out of these rules will be considered ineligible and will not be paid by HorizonEurope Programme.

The additional set of rules to respect so that costs are accepted as eligible is:

- They belong to one of the HorizonEurope Programme categories of expenditure (budget lines: personnel costs, travel, subcontract, other cost categories, etc.), work packages and have been incurred according to the rules established by the HorizonEurope Programme
- They incurred in compliance with the HorizonEurope Programme eligible area and location of activities
- They are qualified in Euro currency and are not granted by any other EU funding

2.3 PROJECT GOVERNING STRUCTURE

For Project Governing Structures see D9.2 Project Management Plan item 2.4

2.4 PLANNING AND MANAGEMENT OF THE PROJECT

See Work Plan in Attachment 1 to D9.2 Project Management Plan.

For the correct development of the project, the following management processes are identified:

PROCESS	REFERENCE	OUTPUT
Costs progress monitoring	Project	MoM of Executive Board
Technical progress monitoring	Project	MoM of Executive Board
Changes and non-conformities management	This document D9.3 Project Quality Management Plan	Upgrade of the Work Plan and of the Project
Risk management	Deliverable D9.2 Project Management Plan	Mitigation actions
Exploitation and dissemination of results	Tasks of WP8	Actions foreseen in WP8
Technical and economic reporting	Grant Agreement	Reporting documentation

2.5 PROJECT DOCUMENTS PREPARATION

The following principles shall apply to documents preparation:

- All documents shall be written using the standard format herewith supplied.
- All Partner shall ensure the maximum level of quality while preparing the documents.
- All the documents used for dissemination shall have the approval of Coordinator in agreement with PNO.

- The Project management team is in charge to check that documents comply with the proposed formats.
- All documents produced for the dissemination shall have the logo of EU, sHypS and of all Partners.

2.6 LIST OF CONTACTS FOR COMMUNICATIONS

Partners shall supply Coordinator with a list reporting names, phone and e-mail address, and keep it updated, of the various persons, inside their organization, in charge for Project administration, as follows:

- Project management matters
- Quality matters
- Administrative matters
- Technical matters
- Dissemination matters

3 PROJECT QUALITY MANAGEMENT OBJECTIVES

Project Quality Management objectives are referred to the following two items:

a. Deliverables

- i. Deliverables support proficiency for improved Project Management actions
- ii. Deliverables meet the requirements of Project Lead Beneficiaries, Partners representatives, Executive Board, Coordinator and finally of EU
- iii. Deliverables are aligned to industry best practices for Project Management
- iv. Deliverables are suitable for Web delivery and for dissemination activities (confidential deliverables excluded)
- v. Deliverables are easy to understand and use. More precisely, shall contain all the information needed by other Partners, to allow them to fairly progress in relevant tasks, avoiding, as far as possible necessity of requests for integration, clarification, input of missed data, etc.
- vi. Project practices conform to the Project Management Plan (Deliverable D9.2)

b. Processes

In sHypS Project, this item is mainly referred to the Quality Management for the LH2 ISO storage containment prototype manufacture and testing in factory facility, for lab testing and for site installation, testing and commissioning.

All documents and reports produced within the sHypS Project are expected to satisfy the following quality criteria:

- To respond qualitatively to objectives set in the Project Management Plan
- To be started and delivered within the time frame set in the Work Plan
- To be approved by the relevant management structure as defined in this Project Quality Management Plan
- To satisfy the visual identity requirements, i.e. to be presented in corresponding templates provided in this Project Quality Management Plan

4 KEY PROJECT DELIVERABLES AND PROCESSES TO BE REVIEWED FOR SATISFACTORY QUALITY LEVEL

The following key Deliverables and Processes will be reviewed for satisfactory quality level:

a. Deliverables and processes related to Milestones in GA

Milestones					
Grant Preparation (Milestones screen) — Enter the info.					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	FAT & Lab test	WP1, WP6, WP3	3-CHART	D1.3 submitted	26
2	Onboard Acceptance Test	WP1, WP6, WP3	3-CHART	D1.4 submitted	32
3	Design of GH2 system	WP2	1-NAV	D2.1 submitted	18
4	Design of hydrogen auxiliary systems	WP2	1-NAV	D2.2 submitted	24
5	Final detailed design ready	WP3	11-RICCZ	D3.1 submitted	8
6	Target sub-module performance achieved	WP3	11-RICCZ	D3.2 submitted	17
7	Feasibility study completed	WP4	6-PLP	D4.1 submitted	14
8	H2 logistic definition	WP4	6-PLP	D4.2 submitted	36
9	BESS Basic design DC/AC Converters Basic design	WP5	7-JEU	D5.1, D5.2, D5.3 submitted	12
10	Control system overall design	WP5	7-JEU	D5.4, D5.5, D5.6 submitted	19
11	DC/AC Converters + BESS Detailed design	WP5	7-JEU	D5.7, D5.8, D5.9, D5.10 submitted	22
12	Design of LH2 room/Tank Connection Space	WP6	1-NAV	D6.2 submitted	20
13	Engagement strategy ready	WP8	10-PNO	D8.2 submitted	6
14	KERs mapping finalised	WP8	10-PNO	D8.6 submitted	24
15	Exploitation event organised	WP8	10-PNO	D8.8 Submitted	48

b. Deliverables and Processes related to the Deliverable list in GA

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	D1.1 LH2 containment system design	WP1	3 - CHART	R — Document, report	SEN - Sensitive	6
D1.2	D1.2 Manufacturing completion report	WP1	3 - CHART	R — Document, report	SEN - Sensitive	17
D1.3	D1.3 Risk Assessment / Design review report	WP1	12 - LLOYDS	R — Document, report	SEN - Sensitive	24
D1.4	D1.4 Procedures and results of FAT and lab testing	WP1	3 - CHART	R — Document, report	SEN - Sensitive	26
D1.5	D1.5 Onboard testing procedures and results	WP1	3 - CHART	R — Document, report	SEN - Sensitive	32
D1.6	D1.6 LH2 container	WP1	3 - CHART	DEM — Demonstrator, pilot, prototype	PU - Public	32
D2.1	D2.1 - Technical report on gaseous hydrogen system and auxiliaries	WP2	1 - NAV	R — Document, report	SEN - Sensitive	18
D2.2	D2.2 - Technical report on Class design review/safety assessment	WP2	12 - LLOYDS	R — Document, report	SEN - Sensitive	24
D3.1	D3.1 – Detailed design of the fuel cell sub-module and 3 MW power plant	WP3	13 - RICUK	R — Document, report	SEN - Sensitive	8
D3.2	D3.2 – Tests protocols and Sub-module test report	WP3	13 - RICUK	R — Document, report	SEN - Sensitive	17

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D3.3	D3.3 – Specification of the automation system for LH2 distribution and powertrain	WP3	13 - RICUK	R — Document, report	SEN - Sensitive	18
D3.4	D3.4 – Overall Ship and Energy Analysis and Management	WP3	13 - RICUK	R — Document, report	SEN - Sensitive	36
D4.1	D4.1 - Scenario analysis: regulatory assessment, swapping vs. bunkering	WP4	6 - PLP	R — Document, report	SEN - Sensitive	14
D4.2	D4.2 - Supply and logistic study	WP4	6 - PLP	R — Document, report	SEN - Sensitive	36
D5.1	D5.1 - Electrical simulation report	WP5	7 - JEU	R — Document, report	SEN - Sensitive	12
D5.2	D5.2 - Electrical single line diagram	WP5	7 - JEU	OTHER	SEN - Sensitive	8
D5.3	D5.3 - System description document	WP5	7 - JEU	R — Document, report	SEN - Sensitive	10
D5.4	D5.4 - FC DC/AC Converter datasheet	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	8
D5.5	D5.5 - BESS DC/AC Converter datasheet	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	8
D5.6	D5.6 - BESS datasheet	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	6
D5.7	D5.7 - Detailed electrical schematic set	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	22

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D5.8	D5.8 - Detailed mechanical drawings set	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	22
D5.9	D5.9 - Automation documents set	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	22
D5.10	D5.10 - Terminal block inter connection details	WP5	7 - JEU	DATA — data sets, microdata, etc	SEN - Sensitive	22
D6.1	D6.1 - LH2 room design	WP6	1 - NAV	R — Document, report	SEN - Sensitive	20
D6.2	D6.2 - Tank connection space design	WP6	1 - NAV	R — Document, report	SEN - Sensitive	20
D6.3	D6.3 - On land tests campaign report	WP6	4 - CEN	R — Document, report	SEN - Sensitive	29
D6.4	D6.4 - Onboard tests campaign report	WP6	2 - VIKH	R — Document, report	SEN - Sensitive	32
D7.1	D7.1 - Upscaling report	WP7	3 - CHART	R — Document, report	SEN - Sensitive	46
D7.2	D7.2 - Logistics study report	WP7	8 - PoB	R — Document, report	PU - Public	46
D7.3	D7.3 - Report of 2027 Demonstrator	WP7	9 - K17	R — Document, report	SEN - Sensitive	46
D8.1	D8.1 - Innovation eco-system including gender data	WP8	10 - PNO	R — Document, report	PU - Public	4
D8.2	D8.2 - Dissemination and Communication Plan	WP8	10 - PNO	R — Document, report	PU - Public	6
D8.3	D8.3 - IPR and Exploitation set-up	WP8	10 - PNO	R — Document, report	PU - Public	18

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D8.4	D8.4 - Preliminary report on dissemination and communication activities	WP8	10 - PNO	R — Document, report	PU - Public	18
D8.5	D8.5 - Technology & Market Outlook report	WP8	10 - PNO	R — Document, report	SEN - Sensitive	21
D8.6	D8.6 - IPR and Exploitation plan update including workshop activities	WP8	10 - PNO	R — Document, report	SEN - Sensitive	24
D8.7	D8.7 - Second report on dissemination and communication activities	WP8	10 - PNO	R — Document, report	PU - Public	30
D8.8	D8.8 - Final report on dissemination and communication activities including linking activities	WP8	10 - PNO	R — Document, report	PU - Public	48
D8.9	D8.9 - Final Business Models and Exploitation plan	WP8	10 - PNO	R — Document, report	SEN - Sensitive	48
D9.1	D9.1 - Consortium Agreement document	WP9	1 - NAV	R — Document, report	PU - Public	1
D9.2	D9.2 - Project Management plan	WP9	1 - NAV	R — Document, report	PU - Public	3
D9.3	D9.3 - Quality management plan	WP9	1 - NAV	R — Document, report	PU - Public	3
D9.4	D9.4 - Data Management Plan	WP9	5 - UNITS	OTHER	PU - Public	6
D9.5	D9.5 - "Web-based Knowledge Management" manual	WP9	1 - NAV	R — Document, report	PU - Public	24
D9.6	D9.6 - Project final report	WP9	1 - NAV	R — Document, report	PU - Public	48

5 QUALITY STANDARD

Quality standard defines the policy that Project Partners shall follow to ensure the quality of achieved outputs and results, as well as standards to apply to deliverables and processes.

Whatever is the internally used Quality standard of each Partner, the aim of Quality Assurance Policy is to ensure sHypS Project commitments to maintain a high standard of quality in Consortium relationships, in the supplied services and provide continuous improvement.

sHypS Partners have to maintain an effective and efficient quality assurance process, planned and developed in conjunction with Project Management, that is designed to eliminate deficiencies and inaccuracies.

6 QUALITY ASSURANCE AND QUALITY CONTROL

"Quality Assurance" is what sHypS Project benefits if quality control has been effectively applied to the Consortium works.

Benefits for sHypS come out from the basic concept of quality that plays: **do the right thing once only**. This means no waste of time, resources, etc.

The Quality Assurance is fundamental for all works in sHypS Project and should be implemented by all Partners while developing their tasks.

For the scope, sHypS Partners shall:

- Maintain conformity in work method throughout, in accordance with set policies, procedures, regulations and codes of practice and without significant deviation.
- Ensure that all policies, procedures, relevant regulations and codes of practice are effective and analyzed to match sHypS needs.
- Regularly monitor and measure the quality of expected outputs and methods in view to ensure high quality standards, best value and continuous improvement.

“Quality control” is the operational techniques, procedures and objectives that are used to fulfil the requirements of quality.

6.1 DELIVERABLES/DOCUMENTS NUMBERING PROCEDURE

Each deliverable/document/correspondence exchanged, as far as practicable, shall have in due evidence the following references:

- sHypS logo
- EU flag
- Reference to GA number and Project name. For sHypS is **101056940 sHYpS**
- Reference to Work Package and Deliverable numbers

See template in Appendix 1 for deliverables in form of report.

Other documents part of a Deliverable, for Partners' internal filing purposes, shall be numbered as per the following example:

Technical report on gaseous hydrogen system, prepared by NP, belonging to WP2 and D2.1 deliverable package:

- HEurope
- 101056940 sHYpS
- WP2
- D2.1
- Deliverable Revision number, usually:
 - RV0 First issue for Partners check and comments
 - RV1 Document implemented with Partners comments and ready to be uploaded on EU portal and Project website
- Internal project number of the Partner
- WBS group identity number
- Sequential document numbering in that WBS
- Internal revision number

HorizonEurope 101056940 sHYpS

XXX mscm CNG Ship

Technical report on gaseous hydrogen system

WP2 – D2.1 - RV1 – 803 – 01 – 005 – Rev. A003

6.2 HORIZON EUROPE RULES FOR DISSEMINATION

All Partners should acknowledge at all times EU funding to sHypS Project in all deliverables classified “public” and used for dissemination.

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):

Co-funded by the
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support. When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos. For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Co-Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

6.3 PROCEDURES FOR COMMUNICATION, PUBLICATION AND DISSEMINATION OF PROJECT RESULTS

Communication Activities:

Each Partner wishing to undertake any formal communication activity/initiative related to the Project should inform both Coordinator and WP8 Lead Beneficiary (PNO). The content and the overall message of the communication activities should be agreed with the Coordinator while WP8 Lead Beneficiary should be consulted on the visual identity of the Project (logo, communication style...) All communication activities shall be reported at latest every six months, at the time of the periodic Status Report to the Executive Board.

Dissemination and publication of project results:

Before the dissemination and publication of Project results, the Partner shall give the Coordinator and all the other Project Partners at least 30-calendar-day-notice. Other Partners then have two calendar weeks to comment the dissemination/publication and request necessary modifications, if any. If there are no Partners comments within the period above, the dissemination/publication of results is allowed.

6.4 USE OF SOCIAL MEDIA

The Project uses social media.

Any content to be shared using social media shall be sent in advance to the WP8 Lead Beneficiary (PNO).

6.5 COMMUNICATION

Day by day communication of Project related issues will be done via email/ phone.

Important communications should be traced via mail with copy to Coordinator.

6.6 TYPES OF MEETINGS AND RELEVANT PROCEDURES

All meetings of the Project governing Bodies shall follow the procedures stated in the Consortium Agreement and reflected in the Project Management Plan D9.2.

All other project meetings will follow a more flexible and ad hoc procedures agreed within the participant Partners involved.

However, an official agenda (where relevant) and meeting minutes shall be produced for all meetings and circulated to all Partners.

6.7 WEB MEETINGS

The Partner requesting the Web meeting is free to propose/ use a provider to set up a web meeting/ conference.

The Coordinator shall be invited to all web meetings.

In case a Task Leader requests a web meeting, the WP Lead Beneficiary shall be invited as well.

The organizer of the web meeting is responsible for preparing the agenda and taking meeting minutes and sharing them with all Partners.

6.8 REGULAR MEETINGS

For regular meetings of Consortium governance Bodies see Project Management Plan D9.2

7 QUALITY ROLES AND RESPONSIBILITIES

In sHYpS project, two types of deliverables are foreseen:

- Documents, mainly in the format of reports
- Technical and technological output, in the form of drawings, calculation booklets, etc.

Document deliverable

Refers to any type of original textual report that is produced in the context of the sHYpS Project and referring to the deliverables defined in the Project description.

Technical and technological output

Refers to technical services developed and provided to target Beneficiaries in the context of the sHYpS project.

Since above types of deliverable are different, a different validation procedure will be implemented

Document deliverable will be validated, in terms of quality, by the **Lead Beneficiary** of the WP to which said deliverable is belonging.

More in detail, the author of the deliverable will perform the first document check.

He will review his own work before delivery to its Lead Beneficiary that provides to the second check before circulating it among the Project Partners.

The deliverable to be forwarded **to all Project Partners** for comments at least one month before the due date of the deliverable, so the document goes through three phases of validation.

After receiving the deliverable, Partners have two weeks to give their comments to the author.

Deliverables not commented by Partners within the two weeks will be considered “checked and approved”.

The Lead Beneficiary reviews the deliverable once more before handling it over to the Coordinator Finally Coordinator gives his final comments and corrections, if any, and provide uploading of the deliverable on EU portal.

Summarizing, the quality review of deliverables in sHYpS Project will be performed at three levels:

FIRST LEVEL by Deliverable author. The first level of quality control for the deliverable is responsibility of its author. The author, belonging to the Lead Beneficiary organization responsible for that deliverable, will ensure that the produced deliverable is in accordance with the set goals and defined visual identity requirements.

SECOND LEVEL by Partners. The deliverable draft is distributed for review to all other Partners, whether or not involved in the same activity. Partners review time is ruled here above in this chapter. The final rating of the Deliverable draft could be marked as:

- **ACCEPTED** - In case the deliverable is fully accepted by Partners and by all involved Partners
- **REVISION REQUIRED** - The deliverable author has one week to include or disregard those comments and finalize the deliverable.
- **REJECTED** – Non-conformance plan needs to be applied in case the quality of the deliverable is not satisfactory and / or fails to conform to the quality criteria. Partners rejecting the deliverable have to prepare the «Non Conformity Report».

In case heavy disagreements between reviewing Partners and author, the deliverable will have to go through the next level of control:

THIRD LEVEL by Executive Board. Is the final level of deliverables quality control.

Executive Board is responsible to solve any disagreement that may appear at the previous lower control levels. At this level, the same review principles of SECOND LEVEL remain valid.

The approval of all deliverables must respect the timeframes for deliverables due date scheduled in the Project Work Plan.

Maximum allowed size of each single deliverable, for uploading on EU portal, is 52 megabyte.

Technical and Technological deliverable will be validated based on the document prepared to describe the features of the output.

Based on that document, acceptance criteria are defined and will serve as a point of reference for evaluating the output.

The validation of technical and technological deliverables will happen in different stages.

Technology developer will be the first to assess whether the deliverable meets the acceptance criteria.

Furthermore other Project Partners, involved In the activity will get an access to the technology, checking it again against the acceptance criteria.

After the testing phase and/or remediation of all issues, Lead Beneficiary will notify the Coordinator that the technology is ready to be delivered.

The completed acceptance criteria checklists will go with the technical and technological delivery as a proof that the quality assurance process have been performed.

In sHYpS Project, quality management is heavily dependent on internal communication, allowing feedbacks among geographically dispersed Project Partners, for quality validation of project deliverables. Consequently, minimal corrective measures will be adopted, if necessary, to hit Project general and specific objectives and targets.

If it will be the case, technical and technological output, with CONFIDENTIAL classification, will be in any case circulated among all Partners, to keep them informed about the Project progress.

8 QUALITY TOOLS

Each deliverable will be evaluated according to the following criteria:

CONTENT

The content of each deliverable depends on the type of deliverable itself. It should cover all the information relevant to the activity that it results and all the information needed by other Partners for performing their activities.

The responsibility is of its author(s). Nevertheless, the reports should meet a set of requirements, based on the following aspects:

- a) Completeness.** Information provided in the deliverable must be reliable, complete and supported by relevant references.
- b) Accuracy.** Information presented to be focused on the key issues.
- c) Relevance.** Presented information should be relevant for the achievement of the Project goals.
- d) Language features.** Before elaboration of the final version, the report to be submitted for proof reading.

APPEARANCE AND STRUCTURE

The deliverables must have a uniform appearance, structure and referencing scheme. It is therefore necessary to use document referencing and template provided in this Project Quality Management Plan.

At each Executive Board meeting, the status of Project QA/QC will be reviewed to ensure that the procedures were followed, to define opportunities for improvement (if any) and to find the solution to eliminate gaps between current and desired levels of performance.

Results of such Executive Board review will be an integral part of the Executive Board minutes of meeting.

9 PLAN FOR REPORTING QUALITY CONTROL AND QUALITY ASSURANCE PROBLEMS

Based on Partners' Status Reports, the further step to be undertaken is to identify the areas of non-conformity with the defined procedures.

If non-conformities are identified, they should be documented in the appropriate form (Attachment 4), and corrective actions to be applied.

Any Partner identifying the necessity for corrective actions shall report to the Coordinator and inform the Executive Board accordingly using the Status Report. Partner have to advice proposed solutions.

Executive Board shall discuss the matter, either at regular Executive Board meeting or through e-mails, web-conferences, etc. Proposals on corrective action should be suggested and put for voting by Executive Board members. Decisions shall be documented in the Executive Board Minutes of Meeting. Coordinator will forward decisions to all Partners involved.

Executive Board, as higher ranked management structure of the Project, is responsible for the implementation of corrective actions.

Corrective actions should ensure:

- Effective handling of all complaints
- Reports of non-conformities
- Investigation of the cause of non-conformities with reference to quality system,
- Recording the results of the investigation
- Determining the corrective / preventing actions intended to eliminate the causes of the non-conformity
- Application of controls to ensure that corrective actions are taken and effective
- That information on actions taken are submitted to the Partners

10 PROCEDURES OF THE EXECUTIVE BOARD

10.1 – DEFINITION

The Executive Board is the Project body which shall ensure the quality and the effectiveness of the implementation of the Project, together with the Coordinator in accordance with the provisions of the General Assembly.

10.2 – COMPOSITION

The composition of the Executive Board is defined in the Consortium Agreement, signed by all sHYpS Partners. Members have been elected during the first General assembly and its composition is registered in the Consortium Plan, paragraph 7 “General assembly decisions”.

10.3 – TASKS

The Executive Board shall satisfy itself about the effectiveness and quality of the implementation of the Project, in accordance with the following:

1. it shall consider any problem incurred during the implementation of the Project and take decisions on how to solve these problems;
2. it shall consider and submit to the General assembly the activities/project changes proposed by the Partners during the Project implementation period;
3. it shall periodically review progress made by the Project, based on documents submitted by Lead Beneficiaries Partner;
4. it shall examine the results of implementation, particularly achievement of the targets set for each Project WP and the overall Project indicators;
5. it shall consider and submit to the General assembly Project Status Reports on Project implementation;
6. it shall be responsible for programming the common Project events in coordination with the Partner PNO, responsible for dissemination;
8. it may propose any revision or examination of the Project to hit the targets or to improve Project management, including financial aspects;
9. it shall submit to the General assembly, on proposal of Coordinator, the breakdown of the expenditures incurred by each Project Partner, submitted in the Status Reports, in compliance with the maximum amount of contribution granted to each Project Partner by the HorizonEurope Programme Management Authority;
10. it submits to the General assembly the “Dissemination and communication plan” D8.2, presented by the Project Partner responsible of WP8, in order to be approved;
11. it adopts the documents prepared by the Project Partners in compliance with the foreseen Project activities;
12. it submits to the General assembly major changes requested for the implementation of the Project by each Project Partner;
13. it approves and implements the Risks assessment developed by each Partner in the periodical Status Reports;
14. it approves and implements the QA/QC actions possibly submitted by each Partner in the periodical Status Reports;

10.4 – CHAIRPERSONSHIP AND MEETINGS

The Project Executive Board will be chaired by a representative of the Coordinator, and co-chaired by the representative of the Project Partner hosting/organizing the meeting.

10.5 – MINUTES

At the end of the meeting a minute of the decisions taken is prepared by the Hosting/Organizing Project Partner, circulated and signed by the Executive Board members.

Minutes of meeting shall be sent to all sHYpS Consortium Partners and uploaded on the Project Management Platform.

10.6 – WRITTEN CONSULTATION

The Coordinator can initiate a written decision-making process. In this case the Coordinator shall send the draft decision to the members of the Executive Board and shall fix a deadline for comments and approval.

10.7 – COMMUNICATION WITHIN THE EXECUTIVE BOARD

Communication among the members of the Executive Board shall generally done by e-mail. Any document sent to the members of the Executive Board or the Coordinator, must be transmitted by e-mail or uploaded in the website.

All members of the Executive Board shall update the Coordinator about their e-mail and address and their eventual changes.

10.8 – WORKING GROUPS

Executive Board and/or Coordinator can ask Partners to set up working groups, in order to develop in details specific issues of the Project.

10.9 – COMMUNICATION AND TRANSPARENCY

Executive Board guarantees adequate information on its work. For this scope, and to give adequate publicity to the work of the Executive Board, the minutes of the meetings, after their final approval, will be uploaded on the website of the Project and on the Project Management Platform.

Information on discussion within the Executive Board must remain confidential.

10.10 - WORKING LANGUAGE

Working language of the PSC shall be English. This rule also applies for the official documents of the PSC.

10.11 - EXPENDITURES

Expenses to attend to the Executive Board meetings are held by each Project Partner that have participated to the meeting with its representatives.

The Project Partner that has activated a specific resource incurs the expenditure for technical assistance of experts and for the associated member participation.

All expenditure incurred by organizing the Executive Board meetings will be covered by the Project budget resources.

11 LIST OF ATTACHMENTS

The following templates are attached herewith and form integral part of this Project Quality Management Plan:

- Attachment 1 – Standard form for Meeting Agenda
- Attachment 2 – Standard form for Minutes of Meeting
- Attachment 3 – Standard form for non-conformity report
- Attachment 4 – Quality assurance check list for deliverables
- Attachment 5 – Standard front page and format for Deliverables
- Attachment 6 – Standard form for quarterly reporting to Executive Board (Status Reports)
- Attachment 7 – Standard form for time sheets
- Attachment 8 – Standard format for PowerPoint presentations

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